



# **Civil Rights Data Collection (CRDC) SY 2011-12**

## **Webinar: Introduction to CRDC & How to Collect Your Data**

May 2012



# Agenda

<b><i>Topic</i></b>
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CRDC Background
SY 2011-12 CRDC Data
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Phase 1: Pre-Collection of Data
Phase 2: Survey Open Period
CRDC Support



# CRDC Background

- The purpose of the U.S. Department of Education (ED) Civil Rights Data Collection (CRDC) is to obtain data about how well the nation's public school districts and elementary and secondary schools are doing in fulfilling their obligation to provide equal educational opportunity.
- The CRDC is a longstanding and important aspect of the Department's Office for Civil Rights (OCR) overall strategy for administering and enforcing the civil rights statutes for which it is responsible.
- The CRDC is a mandatory data collection, authorized under the statutes and regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and under the Department of Education Organization Act (20 U.S.C. 3413). The regulations implementing these provisions can be found at 34 CFR 100.6(b); 34 CFR 106.71; and 34 CFR 104.61.
- CRDC data is made publicly available at [ocrdata.ed.gov](http://ocrdata.ed.gov). This information is used by OCR, other ED offices, as well as policymakers and researchers outside of ED.

# CRDC Background

## Data Publication

- Following the close of each survey the privacy protected aggregate data collected is made public.
- Data for survey years 2000, 2004, 2006, and 2009 is available at:  
<http://ocrdata.ed.gov/>
- Data from the 2011 collection will be loaded onto this site for public use as well once the data is reviewed for accuracy and reports are finalized.





# CRDC Background

## History

- The Civil Rights Data Collection (CRDC) began in 1968.
- In 2000, the CRDC was conducted for the entire universe of all districts and schools in the country.
- The 2009-10 CRDC was conducted for a sample of approximately 7,000 school districts, and was completed in two collection phases, first for Part 1 data and second for Part 2 data.
- The 2011-12 CRDC is once again an entire universe collection affecting every school district and public school in the country. It will be completed in a single collection phase with Part 1 and part 2 data being collected at the same time.



# CRDC Background

## Data Collection

- The CRDC is a collection of school and district level data. Most of the data collected is at the school level.
- The CRDC collects a variety of information, including student enrollment and educational programs and services.
  - Student data is disaggregated by race/ethnicity, LEP, disability-IDEA & sex
  - Some data is also disaggregated by disability-Section 504 only.
- All data collected is for the 2011-12 school year.
- The 2011-12 CRDC is divided into two sections:
  - **Part 1** of the survey captures point in time data on a snap-shot date of your choice between September 27 and December 31, 2011.
  - **Part 2** of the survey captures cumulative end of year data.



# SY 2011-12 CRDC Data

## Part 1 District-level Snapshot Data

- Number of schools
- Number of students served in the district's schools
- Number of students served in non-district facilities
- Number of students awaiting special-education evaluation
- Harassment and bullying policies
- Desegregation order or plan
- Pre-kindergarten and kindergarten programs (length of day and eligibility criteria)

## Part 1 School-level Snapshot Data

- **School characteristics:** Includes grades offered, whether the school is a special education, magnet, alternative or charter school, number of single sex academic courses (by content area), and whether students are ability grouped for English/Math (not disaggregated).
- **Enrollment:** Includes disaggregated data for total enrollment, limited English proficiency (LEP), disability (Individuals with Disabilities Education Act (IDEA) and Section 504 only), pre-kindergarten and gifted and talented programs.
- **Algebra I:** Includes course-taking in grades 7&8, 9&10, or 11&12.



# SY 2011-12 CRDC Data

## Part 1 School-level Snapshot Data (continued)

- **Math and science course-taking and number of courses of each offered:**  
Includes Geometry, Algebra II, Advanced mathematics (e.g., trigonometry, elementary analysis, analytic geometry, statistics, pre-calculus), Calculus, Biology, Chemistry and Physics.
- **Full-time Equivalent (FTE):** Includes first- and second-year teachers, total FTE's, FTE's meeting all state licensing/certification requirements and FTE of High school counselors.
- **Data on Advanced Placement (AP) courses:**
  - Number of different AP courses offered (not disaggregated) and whether students allowed to self-select for participation in AP (Y/N)
  - Students participating in at least one AP course
  - Students taking particular AP courses: AP Math of any kind, AP Science of any kind, AP Foreign Language of any kind, Other AP subjects of any kind.
- **IB Enrollment:** Students enrolled in an International Baccalaureate Programme.





# SY 2011-12 CRDC Data

## Part 2 District-level Cumulative Data

- **GED course-taking:**
  - Did LEA operate a GED program? (Y/N)
  - Students aged 16-19 who participated in GED prep program.
  - Students aged 16-19 who participated in GED prep program and who received GED credential.

## Part 2 School-level Cumulative Data

- **Number of students who passed Algebra I:** Includes students who passed Algebra I in grades 7&8, 9&10, or 11&12.
- **Number of students who took AP exams:** Includes students who took AP exams for all, some or none of their AP courses.
- **Number of students who passed AP exams:** Includes students who passed all (by scoring 3 or higher), some or no AP exams taken.
- **SAT or ACT exam-taking:** Includes students who took the SAT or ACT exam sometime during 2011-12 school year.



# SY 2011-12 CRDC Data

## Part 2 School-level Cumulative Data

- **FTE teachers absent more than 10 school days:** Excludes days absent for professional development.
- **Discipline of students with and without disabilities:** Includes preschool suspensions and expulsions, in-school suspensions, separate categories for one and more than one out-of-school suspensions (used to be one category), corporal punishment, expulsion with and without services, zero-tolerance expulsions, referrals to law enforcement and school-related arrests.
- **Interscholastic Athletics:** Includes single-sex sports / teams / participants only.
- **Harassment and bullying:** Includes instances, students harassed, and students disciplined. Separate reporting for harassment under Title VI (sex), Title IX (race), and Section 504/ADA (disability).
- **Restraint and seclusion:** Includes instances and students. Separate reporting for mechanical restraint, physical restraint and seclusion.
- **Retention:** Includes retention by grade for grades K through 12.
- **School finance:** Includes total personnel salaries, total instructional-staff salaries, teacher salaries, and non-personnel expenditures.



# CRDC Structure

## Forms

- Each part is divided into two forms, one for LEA level data and one for school level data:
  - Part 1 LEA Form
  - Part 1 School Form
  - Part 2 LEA Form
  - Part 2 School Form
- Each form consists of multiple survey questions. The complete list of survey questions is available in the **Table Layouts** document.



# CRDC Structure

## Table Layout Document

### Part 1 LEA Form

#### CRDC SY 2011-12 PART I LEA FORM

LEA Name:

LEA ID:

Submission Status:

PDF generation date/time:

*This is Part 1 of the SY 2011-12 CRDC. All survey items cover school year 2011-12*

#### LEA-0001: LEA Level Counts of Schools and Students

Enter the counts as listed. Row 1 is a count of schools; rows 2, 3, and 4 are counts of students.

- Row 1 is a count of the public schools under the governance of the LEA, including all facilities where students attend. Include charter schools that are under the governance of the LEA.
- Row 2 is the total public school membership of the LEA. See Total public school membership of the LEA in the definitions.
- Row 3 includes all students from Row 2 except those in non-LEA facilities.
- For the student counts in Row 2 and Row 3, use a count on a single day between September 27 and December 31, inclusive.
- Row 4 includes all students awaiting evaluation, whether they attend LEA facilities or non-LEA facilities, i.e. all students from Row 2 who are awaiting initial evaluation.
- For the student count in Row 4 use a count on your child count date.
- Row 4 should not exceed either Row 2 or Row 3.

Total number of public schools in the LEA	
Total public school membership of this LEA (include students served in non-LEA facilities)	
Total number of students served in the LEA's schools (do not include students served in non-LEA facilities)	
The number of students who are awaiting initial evaluation for special education programs and related services under the Individuals with Disabilities Education Act (IDEA)	

Comments:

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# CRDC Structure

## Table Layout Document

## Part 2 School Form

### Part 2 School Form

Part 2 of the 2011-12 CRDC is a continuation from Part 1. All survey items cover school year 2011-12.



#### Question Number

### SCH-0025 Students Who Passed Algebra I in Grades 7 or 8

**Completed only when:** On SCH-0012, the total number of students taking Algebra I for grade 7 or 8 is greater than zero.

- Enter the number of students.
- Count the cumulative number of students for the entire school year.
- See general instructions for information on duplicated and unduplicated counts.

#### SCH-0025 Table 1 – Students who passed Algebra I in grade 7 or 8

Race/Ethnicity	Male	Female
-Hispanic or Latino of any race		
-American Indian or Alaska Native		
-Asian		
-Native Hawaiian or Other Pacific Islander		
-Black or African American		
-White		
-Two or more races		
-Total Race/Ethnicity	*	*
<b>Students with Disabilities (IDEA)</b>		
<b>LEP</b>		

Comments:



# CRDC SY 2011-12 Phases

1

Pre-Collection of  
Data  
May - Aug

- Districts collect their LEA and School level data for SY 2011-12 year. Districts may choose to store the data in “pre-collection tools” for use when the survey opens in September.

2

Survey Open  
Period  
Sep - Nov

- Districts enter/upload and validate their data via the web-based survey tool, and submit their data to the Department of Education through a Certification process.

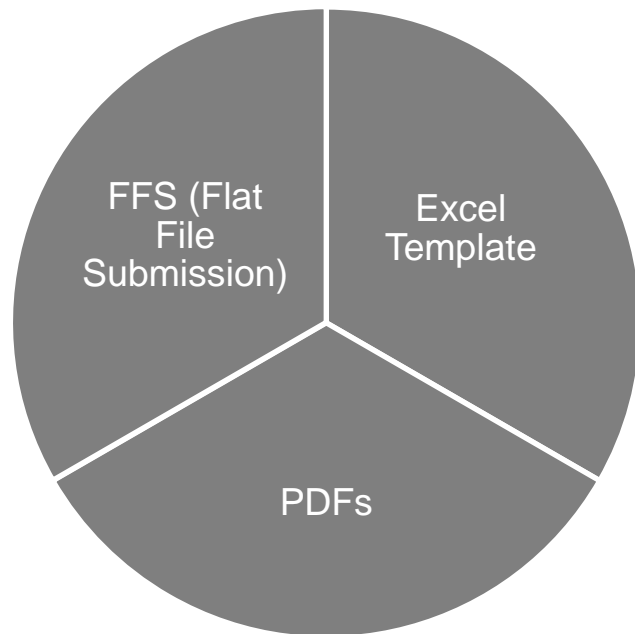


# Phase 1: Pre-Collection of Data

- The 2011 CRDC survey is based on SY 2011-12. Since the web-based survey tool will not open until after SY 2011-12 is over, you may want to collect the detailed data needed for CRDC 2011 before the school year ends and store the data in the “pre-collection tools” offered on the [www.crdc2011.org](http://www.crdc2011.org) website.
- Three pre-collection tools have been created to assist you in collecting your current school year data before the end of the school year. They include the following formats:
  - PDF
  - Excel templates
  - Flat File (FFS)

# Phase 1: Pre-Collection of Data

## Pre-collection Tools



- **PDF** – Geared toward districts with a single school. A four-part printable document containing all survey questions (data groups).
- **Excel Templates** – Geared toward districts with 2-10 schools. Four separate Excel files, one for each CRDC Form, containing all survey questions (data groups) for that form.
- **FFS (Flat File Submission)** – Geared toward districts with a large number of schools and the ability to extract data from their district data systems. District uses the provided flat file specifications to create their own data files.

The pre-collection tools can be used separately or in combination, in the way that best suits your CRDC data collection needs.



# Phase 1: Pre-Collection of Data

## PDF Pre-Collection Tool

CRDC SY2011-12 Part 2 LEA Form

LEA Name:  
LEA ID:  
Submission Status:  
PDF generation date/time:

Part 2 of the SY 2011-12 CRDC is a continuation from Part 1. All survey items cover school year 2011-12. Questions your LEA did not answer due to principal will be marked as "not" for example LEAs that do not offer OED for students aged 16-19 will see "not" for participation in OED programs.

LEA-009: LEA-Operated General Educational Development (GED) Preparation Program

Did the LEA operate a General Educational Development (GED) preparation program for students aged 16-19? Answer yes if this LEA contracted with another entity (e.g., a community college) to provide services to students aged 16-19 ☐ Yes ☐ No

Comments:

LEA-010: Student Participation in LEA-Operated OED Preparation Program

- Enter the number of students for the row.
- Include only students who attended a GED preparation program operated by your LEA.
- Do not include participation in a GED preparation program operated by a community college, or other agency, even if your LEA recommends that your students enroll in these programs.
- Count the cumulative number of students for the entire school year.
- See general instructions for information on duplicated and unduplicated counts.

Students aged 16-19 who participated in LEA-operated OED preparation program

RACE/ETHNICITY	Male	Female
Hispanic or Latino (any race)		
AMERICAN INDIAN OR ALASKA NATIVE		
ASIAN		
NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		
BLACK OR AFRICAN AMERICAN		
WHITE		
TWO OR MORE RACES		
TOTAL RACE/ETHNICITY		
STUDENTS WITH DISABILITIES (IDEA)		
LEP		

12 Part II-LEA Form

SY 2011-12 CRDC - All survey items cover school year 2011-12

(Counting Schools and Students)

1. Row 1 is a count of schools. Rows 2, 3, and 4 are counts of students. If any of the public schools under the governance of the LEA, including all facilities where students attend school, there are under the governance of the LEA. If not, public school membership of the LEA. See Title public school membership of the LEA in the

2. All students from Row 2 except those in non-USA facilities. If counts in Row 2 and Row 3, use a count on a single day, between September 27 and December 31.

3. All students attending evaluation, whether they attend LEA facilities or non-USA facilities. If all Row 2 who are attending, enter evaluation. If count in Row 4 use a count on your school count. If not, enter either Row 2 or Row 3.

LEA SCHOOLS IN THE LEA	0	9
2. MEMBERSHIP OF THE LEA INCLUDE STUDENTS SERVED IN NON-USA FACILITIES	0	9
3. STUDENTS SERVED IN THE LEA'S SCHOOLS (DO NOT INCLUDE STUDENTS SERVED IN NON-USA)	0	9
4. STUDENTS WHO ARE ATTENDING EVALUATION FOR SPECIAL EDUCATION PROGRAMS AND FOR THE INDIVIDUAL WITH DISABILITIES EDUCATION ACT (IDEA)	0	9

5. Enter number of students

6. Integration: enter report ☐ Yes ☐ No

- Geared toward districts with a single school.
- A four-part printable document of the survey questions (data groups).
- The district manually fills in their answers on the printed form.
- Once the survey opens, the district will manually enter the data into the online collection tool.



# Phase 1: Pre-Collection of Data

## Excel Template Pre-Collection Tool

- Geared toward districts with 2-10 schools.
- Four separate Excel files, one for each CRDC Form, containing all survey questions (data groups) for that form.
- The district completes the templates in Excel. When finished, the user can also save the files as .csv files.
- Once the survey opens, the district can upload the files into the online collection tool.

School Information				School #2		School #3	
	LEA 7 Digit NCES ID Code						
	School 5 Digit NCES ID Code						
	School Name						
*Optional* For Skip Logic purposes only	Do you have students in grades 9, 10, 11, 12; or ungraded students taking classes for grades 9, 10, 11 or 12?						
SCH-0025							
Students who passed Algebra I in Grades 7 or 8							
		Male	Female	Male	Female	Male	Female
1)	Hispanic/Latino of any race						
2)	American Indian/Alaskan Native						
3)	Asian						
4)	Native Hawaiian or other Pacific Islander						
5)	Black or African American						
6)	White						
7)	Two or more races						
8)	Total						
9)	Students with Disabilities: IDEA						
10)	LEP						



# Phase 1: Pre-Collection of Data

## FFS Pre-Collection Tool

- Geared toward districts with a large number of schools and with more sophisticated IT capability.
- Specifications and instructions provided for district to create its own data files, in either fixed width or .csv format.
- The district extracts data from its district databases into the files.
- Once the survey opens, the district can upload the files into the online collection tool.

School Form Part 1 Record Layout

Data Group - Table	Element Name	Description of Variable Contents	Length	Format	Type	Start	Stop	Mandatory	Instructions	Skip Logic
N/A	N/A	Reporting Period (Part 1 or 2)	1	Full Justify	A	1	1	Yes	Always enter "A" for Part 1	N/A
N/A	N/A	Record Type Identification Code (LEA or school form)	1	Right Justify	N	2	2	Yes	Always enter "2" for school form	N/A
N/A	N/A	Filler	1	Right Justify	N	3	3		Fill with blanks	N/A
N/A	LEAID	NCES LEAID LEA Identification Code	7	Full Justify	A	4	10	Yes	Use LEA IDs as provided by ED - Include all leading zeros if applicable for your LEA.	N/A

Example of Fixed Width specifications



# Phase 1: Pre-Collection of Data

## FFS Pre-Collection Tool

Example of resulting data record

Fixed Width

(zeros used as padding)

00100001500003600005000420123400050016170000500002

Or

(spaces used as padding)

100 150 36 5 42 1234 50 1617 5 2

Comma Delimited

100,150,36,5,42,1234,50,1617,5,2

\*All records are using the exact same data\*



# Phase 1: Pre-Collection of Data

## Using Pre-Collection Tools in Combination

You can use any combination of pre-collection tools in any configuration desired to collect your data.

### **Example 1: Smaller school district using the Excel and PDF Tools to collect data from individual schools**

ABC school district includes 7 schools, including 2 high schools. Most of the data is stored in a centralized district data system. However, some of the interscholastic athletics data is only available at the high schools.

Therefore, the CRDC coordinator might use the Excel template to populate the majority of the data through the centralized district data system.

In order to gather the data housed only at high schools, the CRDC coordinator may send the Part 2 school PDF form to the high schools to have them complete the interscholastic athletics sections.

### **Example 2: Larger school district using the FFS and Excel Tools**

DEF school district has 27 schools, including 3 alternative schools. Data on alternative schools is maintained by a separate department within the LEA.

Therefore, the CRDC coordinator might use the FFS tool to collect the majority of CRDC data. The CRDC coordinator may send the Excel templates to the department in charge of alternative schools to have them fill in the missing data.



# Phase 1: Pre-Collection of Data

## Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
  - a. **Login to the** [www.crdc2011.org](http://www.crdc2011.org) **website**

### Update District Contact Information and School List

Current district contact information is extremely important for ED to provide your district with timely information concerning the SY 2011-12 CRDC. If you need to update your district contact information, or need to update the list of schools in your district for which CRDC data must be reported, log in below.

[Click here](#) for instructions on how to get started with your district updates.

A screenshot of a web form titled "Please log in to update your district's information". The form has a yellow background and contains two input fields: "Login ID:" and "Password:". Below these fields are two buttons: "OK" and "Cancel". At the bottom left of the form, there is a link that says "Forgot Password?".

Please log in to update your district's information

Login ID:

Password:

[Forgot Password?](#)

Your district's login information (login ID and password) is included in the letter received from the Department of Education concerning the SY 2011-12 CRDC. Your Login ID is your NCES LEA ID. If you don't have your letter and don't recall your LEA ID, this information is available via the National Center for Education Statistics (NCES) Common Core of Data (CCD) Website:

<http://nces.ed.gov/ccd/districtsearch/>



# Phase 1: Pre-Collection of Data

## Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
  - a. Login to the [www.crdc2011.org](http://www.crdc2011.org) website
  - b. Update LEA name, address and/or contact information**

**Update District Profile**

Please update your district's information and provide points of contact for future CRDC correspondence. This data is essential for ED to provide your district with timely information concerning the SY 2011-12 CRDC.

Once your district information is completed and verified, click the Continue button to proceed to the list of schools.

*Note: If your district's status has changed (e.g. closed, inactive, no students, etc.), please contact Partner Support for assistance by telephone 1-855-320-6459 or by e-mail [EDEN\\_CRDC@ed.gov](mailto:EDEN_CRDC@ed.gov)*

Required fields are noted with an asterisk (\*).

LEA ID	0100002
District Status	Open and no change
Reporting Option *	<input checked="" type="radio"/> Web <input type="radio"/> Flat File Submission
District Name *	ABC DISTRICT
Mailing Address *	P O BOX 66
City *	MT MEIGS
State *	OR
Zip *	36057
County *	Montgomery
Telephone Number *	(334) 215-3859 Type in number without formatting (e.g. 7035551212)
Telephone Extension	



# Phase 1: Pre-Collection of Data

## Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
  - a. Login to the [www.crdc2011.org](http://www.crdc2011.org) website
  - b. Update LEA name, address and/or contact information
  - c. **Update and export school information**
    - **Update school name and address information**
    - **Update school list (add schools and/or mark schools as Not Required to Report) and optionally choose to export a current copy for your own records**

**Update School List**

Please review the following list of schools within your district. For the CRDC, students are to be counted where they receive instruction. Therefore, the school list must include all facilities that provide instruction to students including alternative schools, schools serving students with disabilities, juvenile justice facilities, and charter schools for which your district is responsible.

If you need to add a school, click the add school icon  below.

If you need to change information on a specific school, click on the  icon on the appropriate row.

You can change the sort order by clicking the column heading.

After your school information is verified, click the Continue button to proceed to the final screen.

School ID	Name	Address	City	Zip	Operating Status	Reason
010000200277	SEQUOYAH SCH - CHALKVILLE CAMPUS	P O BOX 9486	BIRMINGHAM	32803	Not required to report	Closed: ceased operation
010000201402	EUFULA SCH - EUFAULA CAMPUS	315 OUTBACK ROAD	CLAYTON	36016	Not required to report	Closed: ceased operation
010000201667	CAMPS	P O BOX 66	MT MEIGS	36057	Not required to report	Closed: cross-district restructuring
010000201670	DET CTR	P O BOX 66	MT MEIGS	36057	Not required to report	Inactive
010000201709	WALLACE SCH - MT MEIGS CAMPUS	P O BOX 66	MOUNT MEIGS	32803	Not required to report	Half-day services or less
010000201706	MCNEEL SCH - VACCA CAMPUS	8950 ROEBUCK BLVD	BIRMINGHAM	35206	Not required to report	Half-day services or less
010000201876	ALABAMA YOUTH SERVICES	1299 HILLSBORO PARKWAY	HELENA	35080	Not required to report	Closed: ceased operation
010000299994	THOMASVILLE FACILITY	PO BOX 695	THOMASVILLE	36784	Not required to report	Closed: reorganization within district

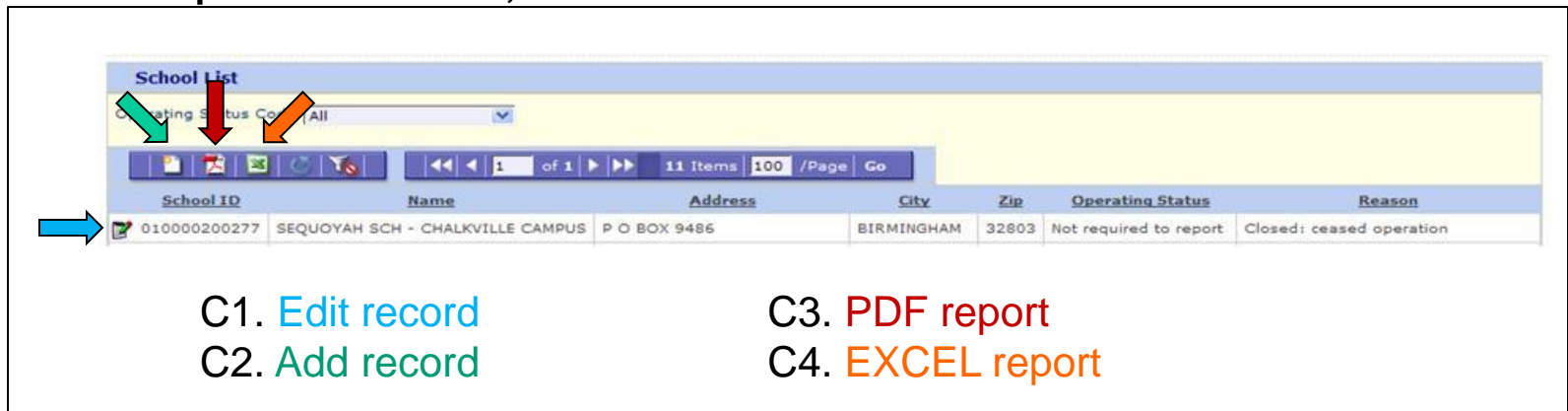


# Phase 1: Pre-Collection of Data

## Pre-Collection Next Steps

1. Update LEA and school profile information as needed:
  - a. Login to the [www.crdc2011.org](http://www.crdc2011.org) website
  - b. Update LEA name, address and/or contact information
  - c. **Update and export school information**
    - **Update school name and address information**
    - **Update school list (add schools and/or mark schools as Not Required to Report) and optionally choose to export a current copy for your own records**

To update information, click on the desired icon and follow instructions for each.



School ID	Name	Address	City	Zip	Operating Status	Reason
010000200277	SEQUOYAH SCH - CHALKVILLE CAMPUS	P O BOX 9486	BIRMINGHAM	32803	Not required to report	Closed: ceased operation

C1. **Edit record**  
 C2. **Add record**  
 C3. **PDF report**  
 C4. **EXCEL report**

### c. Update and export school information



Please enter the appropriate information for the added school. Click the Save button to return to the School List. Repeat as many times as necessary.

Note: The system will automatically generate a unique School ID for each added school.



Please enter the appropriate information for the added school. Click the Save button to return to the School List. Repeat as many times as necessary.

Note: The system will automatically generate a unique School ID for each added school.

# Phase 1: Pre-Collection of Data

## Pre-Collection Next Steps

### c. Update and export school information

C3. PDF report



School						
School	School Name	Operating Status Code	Address	City	ZIP Code	Not Reporting Reason Code
010000200277	SEQUOYAH SCH - CHALKVILLE CAMPUS	Not required to report	P O BOX 9486	BIRMINGHAM	35220	Closed: ceased operation
010000201402	EUFULA SCH - EUFAULA CAMPUS	Not required to report	315 OUTBACK ROAD	CLAYTON	36016	Closed: ceased operation
010000201667	CAMPB	Not required to report	P O BOX 66	MT MEIGS	36057	Closed: ceased operation
010000201670	DET CTR	Not required to report	P O BOX 66	MT MEIGS	36057	Closed: ceased operation
010000201705	WALLACE SCH - MT MEIGS CAMPUS	Open and must report	P O BOX 66	MOUNT MEIGS	36057	
010000201706	MCNEEL SCH - VACCA CAMPUS	Open and must report	8950 ROEBUCK BLVD	BIRMINGHAM	35206	
010000201876	ALABAMA YOUTH SERVICES	Not required to report	1299 HILLSBORO PARKWAY	HELENA	35080	Closed: ceased operation
010000299994	THOMASVILLE FACILITY	Not required to report	PO BOX 695	THOMASVILLE	36784	Closed: reorganization within district
010000299995	AUTAUGA CAMPUS	Open and must report	PO BOX 680710	PRATTVILLE	36058	
010000299996	WALLACE ANNEX III	Open and must report	2109 Bashi Road Building 509	Thomasville	36784	

C4. EXCEL report



School	School Name	Operating Status Code	Address	City	ZIP Code	Not Reporting Reason Code
010000200277	SEQUOYAH SCH - CHALKVILLE CAMPUS	Not required to report	P O BOX 9486	BIRMINGHAM	32803	Closed: ceased operation
010000201402	EUFULA SCH - EUFAULA CAMPUS	Not required to report	315 OUTBACK ROAD	CLAYTON	36016	Closed: ceased operation
010000201667	CAMPB	Not required to report	P O BOX 66	MT MEIGS	36057	Closed: cross-district restructuring
010000201670	DET CTR	Not required to report	P O BOX 66	MT MEIGS	36057	Inactive
010000201705	WALLACE SCH - MT MEIGS CAMPUS	Not required to report	P O BOX 66	MOUNT MEIGS	32803	Half-day services or less
010000201706	MCNEEL SCH - VACCA CAMPUS	Not required to report	8950 ROEBUCK BLVD	BIRMINGHAM	35206	Half-day services or less
010000201876	ALABAMA YOUTH SERVICES	Not required to report	1299 HILLSBORO PARKWAY	HELENA	35080	Closed: ceased operation
010000299994	THOMASVILLE FACILITY	Not required to report	PO BOX 695	THOMASVILLE	36784	Closed: reorganization within district
010000299995	AUTAUGA CAMPUS	Open and must report	PO BOX 680710	PRATTVILLE	36058	
010000299996	WALLACE ANNEX III	Open and must report	2109 Bashi Road Building 509	Thomasville	36784	
010000299999	DROUP-OUT HIGH	Open and must report	3737 Losers Way	Lost	32880	



# Phase 1: Pre-Collection of Data

## Pre-Collection Next Steps

2. Choose the pre-collection tool(s) right for your district
  - a. Attend Webinar(s) for selected pre-collection tool(s)
    - PDF
    - Excel Templates
    - FFS
  - b. Access your selected pre-collection tools - on the website <http://crdc2011.org>, click on the Pre-Collection tab on the tool bar at the top of the screen
3. Coordinate collection of SY 2011-12 data at LEA level and for each school
4. Store data for use when survey opens



## Phase 2: Survey Open Period

- Upon survey opening, school districts have the option of providing data through the following web-based survey tool features:
  - Enter data through survey tool screens
  - Upload electronic files (files created either through FFS or Excel template) into web tool
  - A combination of screen based data entry and electronic file upload
- Noted web-based survey tool characteristics
  - Provides friendly interface
  - Uses skip logic to tailor the school surveys so you only complete data relevant to each school.
    - For example, an elementary school will not have to answer the question on whether any students participate in AP classes
  - Provides instantaneous feedback about the status of your data



# Phase 2: Survey Open Period

## Example of Web-based Survey Tool: LEA Dashboard

LEA 0100090				
LEA Dashboard			Survey Completion Steps	
SY 2011-12 Civil Rights Data Collection			<p><b>You must complete all of the steps below before your CRDC submission is complete.</b></p> <ul style="list-style-type: none"><li>•Complete LEA Forms for Part 1 and Part 2</li><li>•Perform LEA Form Data Checks</li><li>•Complete all School Forms</li><li>•Perform School Form Data Check on each Form</li><li>•Run and Complete Certification Process</li></ul>	
LEA Information			Help and Instructions	
<p>LEA ID: 0100090 LEA Name: YOUR SCHOOL DISTRICT NAME LEA Form Part 1 % Complete: 0% LEA Form Part 2 % Complete: 0% <b>Survey Deadline: November 15, 2012</b></p>			<p><a href="#">Getting Started</a> <a href="#">Definitions</a> <a href="#">FAQs</a> <a href="#">User Guide</a> <a href="#">LEA Form Part 1 Sample</a> <a href="#">School Form Part 1 Sample</a> <a href="#">LEA Form Part 2 Sample</a> <a href="#">School Form Part 2 Sample</a> <a href="#">Download Adobe Reader</a> <a href="#">Webinars</a></p>	
Access LEA Forms			Upload Data Files	
<p><a href="#">Update LEA Profile Information</a> <a href="#">LEA Form Part 1</a> <a href="#">LEA Form Part 2</a></p>			<a href="#">Initiate Data File Upload</a>	
Access School Forms				
School Name	Part 1 % Complete	Part 2 % Complete	School ID	
<a href="#">ABC ELEMENTARY SCHOOL</a>	20	100	00586	
<a href="#">ABC SCHOOL</a>	30	0	01326	



# CRDC Support

To access additional information regarding the CRDC:

## Check the FAQs

This document is updated regularly and aims to answer all general questions. The FAQ document can be accessed by clicking the FAQs / Additional Resources tab on the toolbar at the top of the CRDC website <http://crdc2011.org>.

## Contact the Partner Support Center (PSC)

If you have any questions not addressed by the FAQs, or feedback regarding the survey process, please contact the PSC:

- Web form <http://www.crdc2011.org/LEA/help.aspx>
- Telephone\* 1-855-320-6459
- Fax 1-888-FAX-EDEN (1-888-329-3336)
- TTY/TDD 1-888-403-3336 (888-403-EDEN)

\* 8am - 6pm ET